

**Minutes of the  
City Commission for the City of Traverse City**



**Regular Meeting**

**October 03, 2016**

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were in attendance: Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

As requested by Commissioner Tim Werner, Agenda Item 2(h) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Item 2(i) was removed from the Consent Calendar for individual consideration by the Commission.

**2. Consent Calendar**

Moved by Richardson, seconded by Shamroe, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. the minutes of the September 19, 2016, Regular Meeting, and the September 26, 2016, Joint Study Session, be approved.
- b. an amendment to the Traverse City Code of Ordinances, *Public Hearing Notice for Special Assessment Districts*, Section 232.03, which would

provide that the City Clerk mail notice of special assessment district public hearings rather than the City Assessor, which was introduced on September 19, 2016 be enacted with an effective date of October 13, 2016.

- c. Midtown Centre Condominium Association be recognized as Midtown Centre Condominium Neighborhood Association.
- d. the City Commission casts its ballot for Penny Hill and Jean Stegeman for the Michigan Municipal League Liability and Property Pool Board of Directors.
- e. the City Manager be authorized to approve a confirming service order in the amount of \$9,787.44 to Olson Auto Body of Traverse City for the repair of a damaged Police Department vehicle, with funds available in the Garage Fund with full reimbursement from our insurance carrier.
- f. the City Commission approves renaming Triangle Park (at Rose and Boyd Streets) as Jupiter Gardens, as recommended by the Parks and Recreation Commission.
- g. the Mayor and City Clerk execute the Sewer Facilities Transfer Agreement with the Charter Township of Elmwood for the transfer of sewer lines currently owned by Elmwood Township that are within the City's corporate limits within Leelanau County as generally outlined with the packet materials of the October 3, 2016, meeting, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Sewer Fund.
- h. Removed from the Consent Calendar.
- i. Removed from the Consent Calendar.

CARRIED unanimously.

**Items removed from the Consent Calendar**

- a.

Consideration of approving a refund to Munson Medical Center as a result of an overcharge on its sewer bill.

The following addressed the Commission:

Marty Colburn, City Manager

William Twietmeyer, City Treasurer/Finance Director

Moved by Werner, seconded by Richardson, the City Manager be authorized to approve a refund to Munson Medical Center in the amount of \$139,374.27 for erroneous sewer charges as outlined in the September 26, 2016, communication from the City Treasurer/Finance Director, with funds available in the Sewer Fund.

CARRIED unanimously.

b.

Consideration of approving the distribution of an amendment to the Master Plan to neighboring jurisdictions for comments, with the City Commission to consider the amendment following the allotted time frame for comments.

The following addressed the Commission:

Marty Colburn, City Manager

Rick Buckhlater, 932 Kelley Street

Moved by Howe, seconded by Shamroe, that the proposed amendments to the Traverse City Master Plan be approved for distribution to the public and governmental entities for their comments.

CARRIED unanimously.

### **3. Old Business**

**3(a).**

Public Hearing on the assessment roll for Special Improvement District SID 2016-004 which would cause the paving of an existing alley south of East Front

Street and east of Wenonah Street, and consideration of adopting the necessary resolution to approve the district and adopting the related budget amendment.

City Clerk Benjamin Marentette asked those who reside within the geographic area of the proposed special improvement district to please state their name and address to preserve their right to further appeal; and the following responded:

Joy Schmuckal, 2028 East Front Street  
Ronald Rademaker 100 East Bay Boulevard South

Mayor Jim Carruthers opened public hearing:

Ronald Rademaker, 100 East Bay Boulevard South  
Joy Schmuckal, 2028 East Front Street

There being no one further desiring to speak, Mayor Carruthers closed the public hearing.

Marty Colburn, City Manager

Moved by Lewis, seconded by Richardson, that the Resolution Approving Special Improvement District SID No. 2016-004, be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by \$55,800 to reflect the revenue and expenses for this project.

CARRIED unanimously.

**3(b).**

Consideration of authorizing a change order to the 2016 Pavement and Resurfacing Phase 1 contract to pave the alley south of East Front Street and east of Wenonah Street, in connection with Special Improvement District 2016-004.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Lewis, that the Mayor and City Clerk execute a unit prices change order to the 2016 Paving and Resurfacing Projects Phase I contract (originally authorized March 21, 2016), in the amount of \$47,703, more or less, at the unit prices outlined in its bid, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Special Assessment Fund.

CARRIED unanimously.

**3(c).**

Consideration of authorizing a contract for the Parking Lot D and Boardman River Boat Launch Improvements Project, with a substantial portion of the project cost being paid for by a Michigan Waterways Commission grant and a contribution from Hagerty Insurance.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Howe, that the Mayor and City Clerk execute a unit prices contract with Elmer's Crane and Dozer in the amount of \$462,744.39, more or less at the unit prices indicated in its bid, to include the cast-in-place alternate, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.

Deni Scrudato, 422 East State Street  
Rick Buckhalter, 932 Kelley Street  
John Scrudato, 422 East State Street

CARRIED unanimously.

**4. New Business**

**4(a).**

Consideration of scheduling a public hearing for November 7, 2016, on a request from Munson Medical Center to vacate a portion of Sixth Street for a family birth and children's center at 1105 Sixth Street.

The following addressed the Commission:

Marty Colburn, City Manager

Steve Tongue, Munson Medical Center Vice President of Facilities

Moved by Lewis, seconded by Shamroe, that the Resolution Setting Public Hearing Regarding Sixth Street vacation, which would schedule a public hearing on the request from Munson Medical Center for a vacation of Sixth Street between Beaumont Street and Madison Street for November 7, 2016, be adopted.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

**4(b).**

Consideration of a request from Commissioner Tim Werner for the City Commission to adopt a resolution recognizing October 5, 2016, as Traverse City Walks to School Day, which is organized by Norte! Youth Cycling.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Ty Schmidt 841 Washington Street, Norte! Executive Director

Moved by Werner, seconded by Richardson, that the Resolution Recognizing October 5, 2016, as *Traverse City Walks to School Day*, be adopted.

Dr. Doug Spence, 658 Old Incochee Farm Trail, Garfield Township, City property owner

CARRIED unanimously.

**4(c).**

Consideration of adopting a resolution in support of the Local Streets, Roads, Highways and Bridges Repair and Improvement Millage Renewal Proposal, which will be on the November 8, 2016, ballot.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Haas, that the Resolution Supporting the Local Streets, Highways and Bridges Repair Improvement Millage Renewal Proposal on the November 8, 2016, ballot, be adopted.

Benjamin Marentette, City Clerk  
Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

**4(d).**

Consideration of a recommendation from the Parks and Recreation Commission for \$4,500 in Brown Bridge Trust Parks Improvement Fund dollars to be allocated for improvements to Wags West, with matching funds provided by donors.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Shamroe, that the City Commission releases \$4,500 in Brown Bridge Trust Parks Improvement Fund dollars to match improvements to Wags West as recommended by the Parks and Recreation Commission.

CARRIED unanimously.

**4(e).**

Consideration of a request from Mayor Jim Carruthers for the City

Commission to consider the request from Fern Spence for the City to remove the deed restriction on 1430 Wayne Street.

There being no objection, Mayor Jim Carruthers referred this item to the October 17, 2016, meeting.

## **5. Appointments**

### **5(a).**

Consideration of approving the appointment of a Downtown Development Authority Board representative to the Arts Commission

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Shamroe, seconded by Werner, that Debra Hershey be appointed as the Downtown Development Authority Board of Director's Representative on the Arts Commission, term expiring September 15, 2020.

CARRIED unanimously.

## **6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.



2. Report from the City Commission Ad Hoc Committee on the status of a proposed policy for Payment-in-Lieu-of Taxes (PILOT) arrangements.
  3. Minutes of the Act 345 Retirement System Board Meeting of June 29, 2016.
- e. Reports and correspondence from non-City officials.
1. Minutes of the Traverse Area District Library Board of Trustees meeting of August 18, 2016.
  2. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for August 2016.

## **7. Public Comment**

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Amy Shamroe  
Mayor Pro Tem Ross Richardson  
Mayor Jim Carruthers

## **8. Adjournment**

There being no objection, Mayor Carruthers declared the meeting adjourned

City Commission Minutes

10

October 3, 2016

at 8:57 p.m.

---

Benjamin Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)